

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
VOCATIONAL STUDENT SERVICES**

ADULT EDUCATION SUPERVISOR – SECONDARY/POSTSECONDARY AND ADULT

I. PROFESSIONAL REQUIREMENTS:

The vocational adult education supervisor I certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant.
- B. Completion of a baccalaureate degree or higher from a state approved four (4)-year college/university.

II. RENEWAL OF CERTIFICATE:

The vocational adult education supervisor I initial five (5) year certificate may be renewed only one (1) time for five (5) years by completing the Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational adult education supervisors. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;
- B. Confirmed attendance at three (3) vocational education conferences;
- C. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and
- D. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

III. PROFESSIONAL REQUIREMENTS:

The vocational adult education supervisor II certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the criteria for the five (5) year certification in addition to completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. Confirmed attendance at eight (8) vocational education conferences;
- B. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours; and
- C. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

IV. RENEWAL OF CERTIFICATE:

The ten (10) year vocational adult education supervisor II certificate may be renewed for ten (10) years by applicants completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. A minimum of five (5) years experience in school supervision during the previous ten (10) years;
- B. Confirmed attendance at eight (8) vocational education conferences;

- C.** Participation in workshops and/or seminars on adult or vocational administration, instructional leadership activities, or curriculum development totaling at least fifteen (15) clock hours. Credit workshops and seminars counted under item E below cannot be included;
- D.** Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams; and
- E.** Completion of graduate-level college course work of at least two (2) semester hours in areas related to adult vocational education.